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ASD(A)

**Department of Defense Instruction**

(2)

SUBJECT

Department of Defense Space Occupancy Guide  
for the National Capital Region

- Refs.: (a) Executive Order 11035, "Management of Federal Office Space,"  
July 9, 1962  
(b) Federal Property Management Regulations, GSA  
(c) DoD Instruction 5305.3, subject as above, November 14, 1963  
(hereby cancelled)

**I. PURPOSE AND APPLICABILITY**

This Instruction implements provisions of references (a) and (b) by prescribing policies and criteria for the assignment and use of administrative space by Department of Defense components in the National Capital Region (NCR).

**II. CANCELLATION**

Reference (c) is hereby superseded and cancelled.

**III. SCOPE**

The National Capital Region includes the District of Columbia; Montgomery and Prince Georges counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William counties in Virginia, and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

**IV. POLICIES**

- A. The Department of Defense will promote and enforce efficient space utilization in the National Capital Region on the basis of the policies and standards contained herein, with due consideration for economy, the National Defense, the need for consolidation, and service to the public or Government as a whole.
- B. DoD organizations conducting essential operations in the National Capital Region will be provided administrative space in accordance with the space allowance criteria described below, subject to availability of space.
- C. The DoD will not seek new leased space when requirements can be satisfactorily met in Government-owned buildings or space presently under lease to the Government.

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- D. Layout of assigned space will be in consonance with the space allowances contained herein. However, currently occupied space will not be modified solely to meet the criteria outlined in this occupancy guide.

V. SPACE ALLOWANCE CRITERIA

A. General

Reference (b) prescribes the general policies and guide lines for all Federal agencies in the assignment and use of space. With the concurrence of the Commissioner, Public Buildings Service, General Services Administration, the following space allowances will be used as the DoD Occupancy Guide for the National Capital Region in place of the table of space allowances shown in reference (b).

B. Private Office Space Allowances

1. Due to the wide variation in position titles and organizational structure within the DoD, the position titles shown below will not be directly applicable in all cases. In assigning space categories, consideration will be given to the entire organizational structure involved and the relative relationship of positions within the organization.
2. Assignment of private offices in the P-4, P-5, and P-6 categories will be based on demonstrated functional need, as well as a combination of rank/grade and position title.
3. In those buildings with nonconforming modules, minimum necessary adjustments in private office sizes may be made.

4.

<u>Space Category</u>	<u>Assignment</u>	<u>Allowance # (Net Sq. Ft.)</u>
P-1	Secretaries of Military Departments Chairman, Joint Chiefs of Staff Chiefs of Staff Commandant of the Marine Corps Director of Defense Research & Engineering Assistant Secretaries of Defense & General Counsel Principal Deputy Director of Defense Research & Engineering Under Secretaries of Military Departments Vice Chiefs of Military Services Assistant Secretaries of Military Departments Assistant Commandant of the Marine Corps Directors of Defense Agencies Director, Joint Staff	600

<u>Space Category</u>	<u>Assignment</u>	<u>Allowance # (Net Sq. Ft.)</u>
P-2	<p>The Special Assistant to the Secretary and Deputy Secretary of Defense</p> <p>Assistant to the Secretary of Defense (Atomic Energy)</p> <p>Assistant to the Secretary of Defense (Legislative Affairs)</p> <p>Deputy Directors, Defense Research &amp; Engineering, and Deputy General Counsel</p> <p>General Counsels of Military Departments, and Assistants to the Secretaries of Military Departments</p> <p>Deputy Assistant Secretaries of Defense</p> <p>Deputy Under Secretaries of Military Departments</p> <p>Deputy Assistant Secretaries of Military Departments</p> <p>Joint Staff Directors</p> <p>Deputy and Assistant Chiefs of Military Services</p> <p>Heads of Directorates, Agencies, Commands, Bureaus, and Offices reporting directly to positions in P-1</p> <p>Executive Assistants in Grade GS 18 or equivalent</p>	400
P-3	<p>Executive Assistants in Grades GS-17/16</p> <p>Division Heads in Grade GS-16 or Brig. Gen. and above, comparable positions</p> <p>Deputies to positions in P-2 category</p>	300
P-4	<p>Division Heads in Grades GS-15/14 or Colonel who require private offices, comparable positions</p> <p>Branch Heads in Grades GS-15/14 or Colonel who report to Division Heads in P-3 category and require private offices, comparable positions</p> <p>Deputies to positions in P-3 category, who require private offices</p> <p>Professional or administrative personnel in Grade GS-16 or Brig. Gen. and above who require private offices</p>	200
P-5	<p>Division Heads in Grade GS-13 or Lt. Col. who require private offices, comparable positions</p> <p>Branch Heads in Grades GS-15/14/13 or Colonel and Lt. Col. who report to Division Heads in P-4 category and require private offices, comparable positions</p> <p>Professional or administrative personnel in Grades GS-15/14 or Colonel who require private offices</p>	150

<u>Space Category</u>	<u>Assignment</u>	<u>Allowance # (Net Sq. Ft.)</u>
P-6	Branch Heads in Grade GS-12, Major and below who require private offices, comparable positions. Professional or administrative personnel in Grade GS-13, Lt. Col., and below who require private offices.	100

C. Open Office Space Allowances

<u>Space Category</u>	<u>Assignment</u>	<u>Allowance # (Net Sq. Ft.)</u>
O-1	Unit Supervisors in Grade GS-9, E8, WO, O1, or above, who supervise six or more employees.	110
O-2	Professional and administrative personnel in Grade GS-7, E8, WO, O1, or above. Unit Supervisors in Grade GS-8, E7, or below, who supervise six or more employees.	90
O-3	Clerical, stenographic, and all other personnel	60

# Space allowances include sufficient space for furniture and equipment normally associated with the position. In addition, open office space allowances include a circulation or layout factor.

D. Unit Equipment Space Allowances

1. The term "unit equipment" refers to those items of furniture and equipment housed in Open Office Type Space which are not assigned to any one open work station, but are used by a number of individuals.
2. Listed below are common items of unit furniture and equipment and the square footage of floor space they require. Working area is included where appropriate. The space requirements for items not listed may be calculated from actual measurements or by using the items below as a guide.

<u>Item</u>	<u>Square Feet</u>
Bookcase, 13 x 33	6
Bookcase, unitized, 22 x 18	4
Cabinet, storage and wardrobe, 18 x 24	6
Cabinet, storage and wardrobe, 18 x 36	9

<u>Item</u>	<u>Square Feet.</u>
Cabinet, storage and wardrobe, 24 x 36	11
Cabinet, stationery, 18 x 36	9
Cabinet, filing, letter size, 15 x 25	6
Cabinet, filing, legal size, 18 x 25	7
Cabinet, filing, safe, 19 x 28	8
Cabinet, filing, map and plan, 36 x 48	20
Cabinet, filing, map and plan, 36 x 60	25
Chair, side	4-6
Chair, lounge	10
Costumer	4
Credenza 18 x 66	9
Locker, clothing, 18 x 21	5
Locker, clothing, 36 x 21	9
Safe, one door, 21 x 23	8
Safe, one door, 27 x 27	10
Safe, two door, 42 x 36	18
Sofa	30
Stand, Dictionary	4
Stand, office machine, 18 x 18	3
Stand, office machine, 18 x 34	5
Stand, office machine, 24 x 36	6
Table, 14 x 26	3
Table, 24 x 36	6
Table, 34 x 45	12
Table, 34 x 60	15
Table, 36 x 72	18
Valet Rack, 30 x 20	6
Valet Rack, 51 x 20	8

#### E. Miscellaneous Space Allowances

1. File Areas. An allowance of 6 square feet will be made per letter file cabinet, and 7 square feet per legal file cabinet. This will provide 4 foot aisles where rows of filing cabinets face one another, furnishing ample room for working the files and for normal traffic. A cross aisle of 3 feet should be planned every 25 feet, if the row of files is that long.
2. Conference Rooms. There are no established standards for calculating the total square footage requirement for conference space for an organization. Consequently, conference requirements must be carefully tailored to an organization's mission and experience, and then adjusted to take into consideration the availability of building conference facilities which can be shared. Based on the number of conferees, the following allowances are made:

<u>No. of Persons</u>	<u>Sq. Ft.</u>
8	150
Up to 14	375
Up to 24	500

For larger meeting rooms, with row type seating, an allowance of 150 square feet, plus 10 square feet per person to be seated is authorized.

3. Reception Areas. Size will depend largely on the type and volume of visitor traffic. For planning purposes, 10 square feet per person usually served may be used as a guide.
4. Other Areas. For other administrative support and special areas such as mail rooms, reproduction areas, EDP and EAM machine rooms, libraries, etc., there are no established standards or guidelines. To determine space requirements for these areas, an actual templated layout must be made.

#### VI. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Two (2) copies of each implementing document shall be forwarded to the ASD(A) within sixty (60) days.

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